



Department of Administrative Services State of Georgia Job Description

Strategic Support Analyst

Job Code: 31795

Pay Grade: 14

Salary Range: \$31,474 - \$55,072

Job Description, Responsibilities, Standards, and Qualifications

Job Description:

Under close supervision, serves as an entry level analyst in State Purchasing's Knowledge Center. Provides professional level support services to include basic research and analysis for a variety of procurement category activities. Gains knowledge and skills to support spend data analysis development and knowledge management.

Job Responsibilities & Performance Standards:

- 1. Develops strategic sourcing knowledge and skills by supporting category teams.**
 1. Develops a knowledge and understanding of a variety of sourcing strategies and their applicability.
 2. Applies the appropriate tools to perform assigned strategic sourcing responsibilities.
 3. Develops a good knowledge of how to select and use various data collection and analysis tools including competitive benchmarking, total cost analysis, and value chain identification.
 4. Collects market intelligence data using appropriate standard practices and tools.
 5. Completes data collection and analysis in an accurate and timely manner.
- 2. Assists in developing solicitation documents such as Request for Quotes (RFQs) and Request for Proposals (RFPs).**
 1. Participates in the steps involved in the solicitation process.
 2. Develops and applies an understanding of standard solicitation development tools and techniques.
 3. Assists in developing solicitation documents in accordance with standard formats and procedures.
- 3. Participates in the vendor response evaluation process.**
 1. Understands the variety and applicability of evaluation documents.
 2. Develops financial and technical evaluation documents under close supervision.
 3. Conducts an accurate analysis of vendor responses.
- 4. Utilizes tools to track and document savings.**
 1. Tracks appropriate spend data in an accurate and timely manner.
 2. Documents spend and savings information in a clear and concise manner in accordance with established formats.

- 5. Supports spend analysis by collecting data and generating generic reports.**
 1. Identifies appropriate sources of data for spend analysis such as PeopleSoft, general ledgers, etc.
 2. Collects financial data from appropriate sources.
 3. Cleanses data for spend analysis by looking for duplications in data, determining consistency in terminology, and identifying any other relevant factors.
 4. Generates simple spend analysis reports as requested by category teams.
- 6. Supports on-going knowledge management activities.**
 1. Understands the fundamentals of developing and capturing best practices and lessons learned for knowledge management.
 2. Documents best practices and lessons learned in a clear and concise manner, in accordance with established formats.
 3. Applies and adopts best practices and lessons learned.
- 7. Assists with procurement application projects as needed.**
 1. Adopts new procurement application software, programs, and methodologies.
 2. Participates in pilot projects and provides input as requested.
- 8. Develops and maintains professional knowledge of the procurement field.**
 1. Develops an understanding of and learns to apply the Georgia Procurement Manual (GPM) and related rules and regulations.
 2. Develops an awareness and understanding of legal implications and possible complications.
 3. Seeks guidance and asks appropriate questions to develop expertise in procurement related activities.
 4. Attends appropriate training related to the procurement field.

Competencies:

1. Learning (level 3)

- **Actively acquires new knowledge and skills**
 - Acquires and implements new knowledge successfully.
 - Uses learning strategies to increase knowledge base. (i.e., observation, shadowing, reading, research, etc.)
 - Stays current on job related information.

2. Collects and Organizes Information (level 3)

- **Uses formal or systematic procedures to collect and maintain information.**
 - Collects information from multiple sources.
 - Identifies needs for information and collects from multiple sources within the organization.
 - Organizes information in clear and easy to access system.
 - Continually updates outdated information.

3. Reasoning (level 3)

- **Breaks down complex information**
 - Solves problems by sorting and classifying items into their component parts.
 - Understands relationships among numerous pieces of information
 - Thinks through problems and imagines consequences and outcomes before developing a solution or taking action
 - Recognizes sequences of causal events.

4. Oral Communication (level 4)

- **Speaks in a compelling manner.**
 - Anticipates and prepares for others' responses.
 - Adjusts words to achieve various effects
 - Holds others' attention in group and one-on-one situations

5. Reading and Reading Comprehension (level 4)

- **Applies advanced written material for practical business purposes.**
 - Readily infers and applies complex written material for practical business purposes.
 - Reads and interprets technical, professional and/or legal publications.

6. Customer Service / Client Orientation (level 4)

- **Goes beyond customer expectations.**
 - Persistent in satisfying/recovering dissatisfied customers.
 - Calms and satisfies irate customers.
 - Takes proactive steps to meet customer needs

7. Teamwork (level 3)

- **Works cooperatively with others.**
 - Actively provides information and suggestions.
 - Accepts and completes team assignments.
 - Follows through on commitments to team members.

Minimum Qualifications:

A four-year degree from an accredited college or university.

OR

Four years of data or statistical analysis and/or research experience.

Preferred Qualifications:

- A four-year degree in business administration or finance from an accredited college or university.
- Prior procurement experience
- Experience using PeopleSoft Financials